



Training Opportunity

Course Title:	Essentials of Communicating with Tact and Finesse
Date(s)/Time:	April 29-30, 2004
Location:	Quality Inn & Suites Conference Center 1809 W Mercury Blvd Hampton, VA
Tuition:	\$296.25
Vendor:	National Seminars
Course Manager:	Louise Olszewski at Louise.Olszewski@cpocscr.army.mil 256 842-6540/DSN 788-6540
Cancellation Policy	If reservation is cancelled, credit is given for a future seminar or you may substitute another employee.

Who Should Attend: Any professional eager to reap the career benefits that come to those who know how to communicate effectively and diplomatically - with tact and finesse.

Course Description: You will gain tips for delivering stand-out presentations and making your letters and memos pack a punch. You'll discover expert techniques for exerting influence on the actions and attitudes of others, "how-to's" for communicating effectively and tactfully in a variety of tough situations, and strategies for putting an end to energy-draining feuds and infighting in your department.

And because we all make verbal blunders from time to time, you'll learn damage control techniques to help you get your foot out of your mouth gracefully - and save the day! The degree of career success you enjoy is virtually dictated by how well you can communicate with others on the job.

This workshop is guaranteed to help you communicate more powerfully, more diplomatically and more effectively - every time.

Registration Information: Registration Deadline: April 15, 2004
Participants should follow local procedures for securing approval to attend this course. After receiving approval, contact Louise Olszewski at Louise.Olszewski@cpocscr.army.mil for a space in the course. Your organization's Credit Card Holder should complete and fax the attached payment authorization sheet to Louise Olszewski prior to the course start to enter your name on the course roster.

Additional Information:
The price quoted in this announcement is only available through the course manager. Employee should fax a copy of training certificate to course manager to receive credit in MDCPDS training record. Fax number is 256 876-3627/DSN 746-3627.

South Central Region Human Resources Development Payment Authorization Sheet

This document confirms approval of the following individual(s) to attend this training program and authorizes the vendor to charge the listed tuition amount to the attendee's organization. **If multiple employees are attending from the same organization attach a separate sheet listing each additional employee's name, phone number and e-mail address.** Fax completed document(s) to: **256-876-3627 (DSN 746-3627)**. If you have questions, please call Marsha Samples, 256 842-6543 or Louise Olszewski, 256 842-6540 (DSN 788).

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1809 W Mercury Blvd Hampton, VA
Start Date: **April 29-30, 2004**
Tuition: **\$296.25**
Vendor: **National Seminars**

Employee Name:
Organization:
Installation:
Phone number:
FAX number:
E-Mail Address:

Cardholder Name
Cardholder phone number
(commercial number with area code)

Payment Information ☐

Please charge the tuition amount to:
Purchase Card #:

Expiration Date _____

☐

Please contact the cardholder listed above to obtain
purchase card information.

Receipt Information ☐

I do not require a receipt for this service **OR**

☐

Please send receipt to (provide address, fax and/or
e-mail):

E-Mail (Optional)

Commercial FAX Number (Optional):

Signature of purchase card holder

Date

SCCPOC HRD V1.4